



City of Santa Barbara

COASTAL EXCLUSION SUBMITTAL PACKET

- ☐ Coastal Exclusion Submittal Requirements
- ☐ Notice of Exclusion Form
- ☐ Coastal Development Permit Application
- ☐ Sample of a letter addressed to Planning Staff
- ☐ Sample of a completed Master Application

Notes:

- Please obtain a Master Application for additional submittal requirements.
- Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. at (805) 564-5578.
- **It is important that you research the project site prior to submitting an application.** Information such as the 1) Santa Barbara Municipal Code, 2) handouts, 3) guidelines, 4) street and 5) planning files (a.k.a. LDT record archives), 6) parcel and 7) case information, is available online at <http://www.SantaBarbaraCA.gov> under the Government, Residents or Business tabs at the top of the screen.
- When developing your proposal, **ALWAYS** refer to the actual Zoning Ordinance (Title 28 of the S.B.M.C. at http://www.santabarbaraca.gov/Government/City_Hall/Municode/) for the most complete and detailed information. As a rule of thumb we recommend that the following sections in the Zoning Ordinance also be reviewed carefully for additional information: Definitions (S.B.M.C. §28.04), General Provisions (S.B.M.C. §28.87), and the Automobile Parking Requirements (S.B.M.C. §28.90). Additionally, the history of the property needs to be researched; this includes reviewing the archive plans, and street files and planning files. **Please note that outstanding violations identified in pending enforcement cases and Zoning Information Reports must be addressed as part of your application.**
- **Street and planning files** (a.k.a. LDT record archives), and archived plans are located at the Records and Archives counter (located at 630 Garden St. (805) 564-5554). Please note that requests to view archived plans are on an appointment basis. Copies of the Zoning Ordinance may be purchased at the City Clerk's Office at City Hall (at 735 Anacapa St. (805) 564-5309).
- **Please be advised** that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner authorization.

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City of Santa Barbara

COASTAL EXCLUSION SUBMITTAL REQUIREMENTS

The following information is required to determine whether a project qualifies for a coastal exclusion:

1. Completed Master Application Form:

- ☐ Project Address
- ☐ Assessor's Parcel Number(s) and Land Use Zone(s)
- ☐ Existing use(s)
- ☐ Complete Project Description (detailed description in letter)
- ☐ Approval(s) requested
- ☐ Proposed use(s)
- ☐ Owner and Agent - Name, Address (include Zip Code) & Phone Number - give a numbered address [not "the corner of..."]
- ☐ Square footage, number of existing and proposed structures, number of existing and proposed units
- ☐ Lot size
- ☐ Signature of Property Owner and Applicant/Agent

2. Letter from Homeowner's Association (if applicable) – For projects that have a Homeowner's Association, a letter from the Homeowner's Association is required to be submitted with the application.

3. Letter from Applicant: *(See attached sample letter.)*

- ☐ Must include a statement describing the request
- ☐ Complete project description

4. Additional Forms to be Completed and Filed:

- ☐ Notice of Exclusion form, with required signatures
- ☐ Coastal Development Permit Application form

5. Photographs: *(Photographs must remain with this submittal. The applicant must provide duplicates for each separate submittal if photographs are also required for other discretionary applications (i.e. Design Review, Modifications, etc.).)*

- ☐ Current color photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- ☐ Composition panoramic view of the site. *(Please refer to sample boards available at the Planning Counter.)*
- ☐ Photographs must be clear, visually legible, in color **AND** a minimum of 3"x5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- ☐ Mount and label each photograph for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address

and the relationship of the photograph to the project site. Digital photographs may be printed on 8½” x 11” regular white paper. *(Please refer to sample boards available at the Planning Counter.)*

6. Plans (Two (2) sets of plans folded to 8 ½” x 11” and attached). Plans must be a **minimum** of 18” x 24” and each set must include the following:

a. Site Plan

☐

Legend

- Land Use Zone
- County Assessor’s Parcel Number (APN)
- Slope of property as defined in SBMC§28.15.080
- Existing, required, and proposed parking space(s) including those proposed to be removed. Clearly indicate whether the parking is covered or uncovered.
- Scope of work
- Site statistics showing both square footages and percentage of coverage of building, landscaping and paved areas for proposed uses
- Multi-residential projects proposing **Variable Density**; include number of bedrooms per unit
- Gross **and** Net square footages for each existing and proposed structure/s and/or unit(s) to be demolished, and new proposed structure(s) and/or unit(s). *(Please refer to the “Project Statistics Forms for Design Review Projects” for definitions of gross and net square footages).*
- Detailed breakdown of the amount of cut and/or fill under the main building footprint (in cubic yards) *(if applicable)*
- Detailed breakdown of the amount of cut and/or fill outside the main building footprint (in cubic yards) *(if applicable)*

☐

Vicinity Map

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Site Plan Details

- North arrow
- Scale of drawing
- Site topography
- Location of all existing and proposed structure(s) and use(s)
- Location of all existing, demolished, and proposed parking
- Dimensions of the property and all building(s), structure(s), and parking
- Setbacks from property lines to all building(s), structure(s), and parking on the property
- Open Yard Area for Single Family Zones. For Multiple Units and Mixed-Use Developments show the Private Outdoor Living Space and Open Yard Area.
- Distance between existing & proposed buildings
- Location of all fences and walls and indicate heights

b. Elevation(s):

☐

Label each elevation

☐

Scale of drawing

- ☐ Views from all sides of the building(s) involved in the project; clearly indicate all existing, demolished and proposed new work
- ☐ Heights of building(s) and structures involved in the project as defined by S.B.M.C. §28.04.100
- ☐ Residential development in residential zones must show compliance with the Solar Ordinance S.B.M.C. Chapter 28.11 (Please refer to the Solar Handout available online).
- ☐ Identify both existing and finished grades
- ☐ Heights of fences, hedges and walls
- c. Floor Plan(s) *(If applicable)*:
 - ☐ Scale of drawing
 - ☐ Label each floor plan when multiple levels apply
 - ☐ Existing and proposed floor plans of involved buildings, showing access, window(s), door(s); be sure to clearly indicate what is being removed, replaced and/or altered
 - ☐ Label all rooms
- d. Landscape Plan(s) *(If applicable)*: (See the Landscape Design Standards for Water Conservation) *(A “Compliance Statement for Low-Water Using Landscape Design” must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check).*
 - ☐ Indicate total area landscaped in square footage and percent of total site
 - ☐ Show all existing and proposed plant material and indicate species and size
 - ☐ Indicate with an X through trees proposed to be removed
 - ☐ Indicate the location and identify all paved surfaces
 - ☐ Indicate irrigation system
 - ☐ A “Compliance Statement for Low-Water Using Landscape Design” must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check).

7. Fees:

- ☐ To be paid in the amount indicated in the latest fee resolution adopted by the City Council

**NOTE: Please be advised that depending on the scope of the project, additional information may be required by Staff.*

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City of Santa Barbara

NOTICE OF EXCLUSION

This Notice of Exclusion is for a development that is excluded from the Coastal Development Permit requirements under Categorical Exclusion Order No. E-86-3, adopted by the California Coastal Commission on July 8, 1986, and per SBMC 28.45.009.

DATE: _____

COASTAL DEVELOPMENT PERMIT APPLICATION NO. MST200 _____

PROJECT ADDRESS: _____

ASSESSOR'S PARCEL #'S: _____

JURISDICTION OF THE COASTAL ZONE:

- ☐ APPEALABLE (NON-EXCLUSION AREA)
- ☐ NON-APPEALABLE (EXCLUSION AREA)
- ☐ CALIFORNIA COASTAL COMMISSION (STATE) PERMIT

• APPLICANT: _____

ADDRESS: _____

• OWNER: _____

ADDRESS: _____

PROJECT DESCRIPTION: _____

• EXISTING BUILDINGS: _____

• PROPOSED BUILDINGS: _____

• PROPOSED USES: _____

The previously named project is excluded from coastal development permit requirements under the following categorical exclusion category:

- ☐ **a. TIME-SHARE CONVERSIONS.** Any activity anywhere in the Coastal Zone that involves the conversion of any existing multiple-unit residential structure to a time-share project, estate, or use, as defined in Section 11003.5 of the Business and Professions Code. If any improvement to an existing structure is otherwise exempt from the permit requirements of this division, no coastal development permit shall be required for that improvement on the basis that it is to be made in connection with any conversion exempt pursuant to this subdivision. The division of a multiple-unit residential structure into condominiums, as defined in Section 783 of the Civil Code, shall not be considered a time-share project, estate, or use for purposes of this subdivision.
- ☐ **b. VESTED RIGHTS.** Any development which, on the effective date of this subsection, has a valid approval from the Coastal Commission shall be considered to have a vested right until such time as said approval expires or lapses; provided, however, that no substantial change may be made in any such development without prior Coastal Commission and City approval having been obtained by the developer.
- ☐ **c. SINGLE-FAMILY.**
 - ☐ 1. Construction of one (1) single-family residence on an existing vacant parcel in the exclusion area. If demolition or relocation of any existing structure is necessary in order to accommodate such construction, or if such demolition or relocation has occurred in the year prior to the request for construction, the lot is not vacant.
 - ☐ 2. Additions to existing single-family residences in the exclusion area, except when such additions require other City approvals other than building permits.
 - ☐ 3. Improvements to existing single-family residences in areas other than the exclusion area; provided, however, that those improvements which involve a risk of adverse environmental effect or adversely affect public access or result in a change of the intensity of use shall require a coastal development permit, as provided in California Administrative Code Section 13250, as amended from time to time.
- ☐ **d. OTHER CONSTRUCTION.** Improvements to any structure other than a single-family residence or a public works facility; provided, however, that those improvements which involve a risk of adverse environmental effect; or adversely affect public access; or result in a change in use; shall require a coastal development permit, as provided in California Administrative Code Section 13253, as amended from time to time.
- ☐ **e. MAINTENANCE OF NAVIGATION CHANNELS.** Maintenance dredging of existing navigation channels or moving dredging material from such channels to a disposal area outside the Coastal Zone, pursuant to a permit from the United States Army Corps. of Engineers.
- ☐ **f. REPAIR OR MAINTENANCE.** Repair or maintenance activities that do not result in an addition to, or enlargement or expansion of the object of such repair or maintenance activity; provided, however, that extraordinary methods of repair and maintenance that involve a risk of substantial adverse environmental impact, shall require a coastal development permit, as provided in California Administrative Code Section 13252, as amended from time to time.

- ☐ **g. UTILITY CONNECTIONS.** The installation, testing and placement in service or the replacement of any necessary utility connection between an existing service facility and any development approved pursuant to the California Coastal Act of 1976 or the Coastal Overlay Zone requirements; provided that the City may, where necessary, require reasonable conditions to mitigate any adverse impacts on coastal resources, including scenic resources.
- ☐ **h. REPLACEMENT OF EXISTING STRUCTURE.** The replacement of any structure, other than a public works facility, destroyed by a natural disaster, subject to Section 28.87.038 of this Code.
- ☐ **i. DEVELOPMENT WITHIN THE GOLETA SLOUGH.** Any development within the Goleta Slough Reserve Zone is required to obtain a Goleta Slough Coastal Development Permit pursuant to the provisions of Chapter 29.25 unless specifically exempted. (Ord. 4674, 1991; Ord. 4375, 1986; Ord. 4173, 1982).

Therefore, the Community Development Department of the City of Santa Barbara certifies that this development meets the requirements of Public Resources Code Section 30610 (e) and is thereby exempt from the coastal development permit requirements of the Coastal Act of 1976.

CERTIFIED BY:

(Applicant's Signature)

ON _____
(Date)

(Owner's Signature)

ON _____
(Date)

(Designated Planner's Signature)

ON _____
(Date)

(Designated Planner's Printed Name)

ON _____
(Date)

NOTE: Within 5 days, the Community Development Department will send a copy of this notice to: California Coastal Commission, 89 SOUTH CALIFORNIA ST. SUITE 200, VENTURA, CA 93001

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City of Santa Barbara

COASTAL DEVELOPMENT PERMIT APPLICATION

This section is to be filled out by Planning Division Staff Only

MST#: _____ CDP# *(Same as MST #)* _____

ENVIRONMENTAL DETERMINATION (IF NECESSARY): _____

CONCURRENT APPLICATION(S): ☐ ABR ☐ HLC ☐ PC ☐ PRT ☐ SHO

APPLICATION REVIEWED BY: _____ DATE: _____.

NOTE: A Coastal Development Permit does not preclude any other City approvals or permits which would normally be required. The applicant must submit, in addition to this form, a Master Application as well as any other materials normally required by other review bodies or departments within the City of Santa Barbara.

I. TYPE OF APPLICATION

☐ LCP Exclusion

☐ Coastal Development Permit:

1. Appealable -- No Public Hearing required
2. Appealable -- Public Hearing required
3. Non-Appealable -- No Public Hearing required
4. Non-Appealable -- Public Hearing required
5. California Coastal Commission (State) Permit

II. PROJECT OWNER/APPLICANT AND LOCATION

Owner: _____

Applicant: _____

Project Location: _____

Parcel No(s): _____

III. PROJECT INFORMATION:

THE FOLLOWING INFORMATION IS REQUIRED FOR A COASTAL PERMIT APPLICATION TO BE CONSIDERED COMPLETE:

PLEASE NOTE:

*Where questions do not apply to your project, indicate "NOT APPLICABLE" or "N/A".

*Within thirty (30) days of receipt of an application, the Planning Division will inform the applicant in writing if the application is complete, or not, and what items must be submitted. Processing of the application will not begin until it is complete.

A. TYPE OF PROJECT:

- ☐ New _____ Sq. Ft.
- ☐ Addition _____ Sq. Ft.
- ☐ Remodel _____ Sq. Ft.
- ☐ Repair _____ Sq. Ft.
- ☐ Demolition _____ Sq. Ft.
- ☐ Removal _____ Sq. Ft.
- ☐ Grading Cut _____ Cu. Yds. Fill _____ Cu. Yds.
- ☐ Paving _____ Amount
- ☐ Fences/Walls Height _____ and Length _____
- ☐ Retaining Walls Height _____ and Length _____
- ☐ Change of Use From _____ To _____
- ☐ Other _____

B. RESIDENTIAL:

	NO. OF LOTS	LOT AREA	NO. OF BLDG.	BLDG. SQ. FT.	STORIES	UNITS	BEDROOMS PER UNIT
EXISTING							
PROPOSED							

C. NON-RESIDENTIAL:

	NO. OF LOTS	LOT AREA	NO. OF BLDGS.	BLDG. SQ. FT.
EXISTING				
PROPOSED				

D. DESCRIBE THE EXISTING CONDITION OF THE PROPERTY. INCLUDE NUMBER, SIZE, USE OF ANY EXISTING BUILDINGS, AND NUMBER OF UNITS:

E. DESCRIBE THE PROPOSED DEVELOPMENT. INCLUDE SQUARE FOOTAGE, INCIDENTAL IMPROVEMENTS SUCH AS SEPTIC TANKS, WATER WELLS, ROADS, GRADING, ETC.:

F. NUMBER OF PARKING SPACES:

	REQUIRED	EXISTING	PROPOSED	TOTAL
COVERED				
UNCOVERED				
BICYCLE PARKING				

G. ADDITIONAL INFORMATION:

1. Has any application for development on this site been submitted previously to the California Coastal Zone Conservation Commission or Coastal Commission?

☐ YES ☐ NO

If yes, state previous Application Number: _____

2. Are utility extensions for the following needed to serve the project?

Water ☐ YES ☐ NO

Gas ☐ YES ☐ NO

Electric ☐ YES ☐ NO

Sewer ☐ YES ☐ NO

Telephone ☐ YES ☐ NO

Would any of these extensions be above ground? ☐ YES ☐ NO

If yes, explain below:

3. If the development is between the first public road and the sea, is public access to the shoreline and along the coast currently available near the site?

☐ YES ☐ NO

If yes, indicate the location of the nearby access, including the distance from the project site:

4. Does the development involve diking, filling, dredging or placing structures in open coastal waters, wetlands, estuaries, lakes, or creeks?

☐ YES ☐ NO

If yes, explain. (Include amount of material to be dredged or filled and the location of the dredged material disposal site).

Has the U.S. Army Corps of Engineers Permit been applied for? ☐ YES ☐ NO

5. Will the development extend into or adjoin any beach, tidelands, submerged lands or public trust lands?
☐ YES* ☐ NO
6. Is the proposed development in or near:
- Sensitive habitat areas? ☐ YES* ☐ NO
 - 100-year floodplain? ☐ YES* ☐ NO
 - Park or recreation area? ☐ YES* ☐ NO
7. Is the proposed development visible from:
- U.S. Highway 101 or other scenic routes? ☐ YES* ☐ NO
 - Park, beach or recreation areas? ☐ YES* ☐ NO
 - Harbor area? ☐ YES* ☐ NO
8. Does the site contain any:
- Historic resources? ☐ YES* ☐ NO
 - Archaeological resources? ☐ YES* ☐ NO

***NOTE:** If yes, to any of the items in (5 through 8) above, please explain on a separate sheet or below.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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Applicant's Name

Applicant's Return Address (or letterhead)

Applicant's Telephone Number

Date

Planning Division
City of Santa Barbara
P.O. Box 1990
Santa Barbara, CA 93102-1990

SAMPLE LETTER

Re: Coastal Exclusion Application for (Project Address); Assessor's Parcel Number(s) (099-999-099); (Land Use) Zone

Dear Planning Staff:

(Please include a statement requesting a coastal exclusion and a detailed description of the existing situation and the proposed project.)

SAMPLE TEXT:

We are requesting a coastal exclusion to allow a bedroom addition to an existing home in the Non-Appealable Jurisdiction of the Coastal Zone. The proposed bedroom is needed for our growing family, since there are only two bedrooms existing in the house.

There is an existing house (1,000 sq. ft.), and a detached two-car (400 sq. ft.) garage on the 6,000 sq. ft. property. The proposal is to build a 300 sq. ft. (20'x15') bedroom addition to the rear of the existing house on the easterly side of the property.

Sincerely,

SIGNATURE OF APPLICANT

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City of Santa Barbara MASTER APPLICATION

Case Numbers

MST 200 _____

BLD 200 _____

Other _____

(Staff Use Only)

Project Address: 630 Garden Street

Assessor's Parcel Number: 099-010-099

Land Use Zone: R-1/S-D-3

Existing Condition/Current Use single-family residence

☐ New ☒ Addition ☐ Remodel ☐ Repair ☐ Demo ☐ Change of Use ☐ Grading ☐ Other

☒ Residential: # of Bldgs. 1 # of Stories 1 # of Units 1 ☐ Commercial: # of Bldgs. _____ # of Stories _____ Const. Type _____

Project Description: 300 square foot, first floor addition to existing 1,000 square foot single-family residence with a detached 400 square foot two-car garage.

Proposed Use/Occupancy: _____ Construction Valuation \$: _____

	Name	Street Address	City, State, Zip	Phone #
<input checked="" type="checkbox"/> Owner of Property:	<u>Jane Doe,</u>	<u>630 Garden Street,</u>	<u>Santa Barbara, CA 93101</u>	<u>(805) 555-1212</u>
<input checked="" type="checkbox"/> Applicant:	<u>John Smith,</u>	<u>123 Easy Street,</u>	<u>Camarillo, CA 93123</u>	<u>(987) 555-1234</u>
<input type="checkbox"/> Tenant:	_____	_____	_____	_____
<input type="checkbox"/> Architect/Designer:	_____	_____	_____	_____
<input type="checkbox"/> Contractor:	_____	_____	_____	_____
<input type="checkbox"/> Other (specify):	_____	_____	_____	_____

IMPORTANT: Please check box ☒ next to name of person listed above whom we should contact regarding this application.

Proposed Size

New Commercial Building: _____ sq. ft.
New Residential Building: _____ sq. ft.
Addition: 300 sq. ft.
Remodel/Tenant improvement: _____ sq. ft.
Carport/Patio Cover: _____ sq. ft.
New Deck: _____ sq. ft.
New Fencing: _____ sq. ft.
New Paving: _____ sq. ft.
Grading: None cu. yd.
Other (specify): _____

Existing Size

Lot: 60 x 100 = 6,000 sq. ft.
Main Building: 1,000 sq. ft.
Other (specify): 400 sq. ft.

I, the undersigned, understand approval of this project does not waive any requirements, laws, or ordinances of the City of Santa Barbara. All statements contained herein, including all documents and plans submitted in connection with this application, are true and accurate to the best of my knowledge.

Signature: John Smith Date: 8-21-04
(Applicant)

STAFF USE ONLY

- ☐ ARCHITECTURAL BOARD OF REVIEW (ABR)
- ☐ COASTAL EXCLUSION
- ☐ ENVIRONMENTAL REVIEW
- ☐ HISTORIC LANDMARK COMMISSION REVIEW (HLC)
- ☐ GENERAL PLAN SQUARE FOOTAGE ALLOCATION (GPU)
- ☐ STAFF HEARING OFFICER (SHO)
- ☐ PLANNING COMMISSION REVIEW (PC) (CIRCLE ALL THAT APPLY: ANNEX, APPEAL, CDP, CUP, DPA, GPA, LLA, MOD, REZONE, TSM, VAR, OTHER _____)
- ☐ PRE-APP./DEVELOPMENT APP. REVIEW TEAM (PRT)/(DART)
- ☐ PROPERTY PROFILE (FOR COMMERCIAL PROPERTIES)
- ☐ SIGN COMMITTEE REVIEW
- ☐ ZONING LETTER (TYPICALLY FOR FINANCIAL INSTITUTIONS)

I hereby authorize the above named contact person to act as my agent in all matters pertaining to this application.

Signature: Jane Doe Date: 8-21-04
(Property Owner)